



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
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StaO 1730.4A
Chaplain

08 SEP 1999

STATION ORDER 1730.4A

From: Commanding General
To: Distribution List

Subj: COMMAND RELIGIOUS PROGRAM (CRP)

Ref: (a) U.S. Navy Regulations 1990, Art. 0817
(b) OPNAVINST 1730.1B

1. Purpose. To issue policy and procedures for use of Command Religious Program (CRP) spaces. Reference (a) in part summarizes command support which, through the chapel and chaplains, will minister to and respect the varying religious needs of individuals in the Navy and Marine Corps.
2. Cancellation. StaO 1730.4.
3. Background. Chaplains are assigned as professionally educated and endorsed representatives of their respective religious bodies to assist the Commanding General in the responsibility to care for the ethical and spiritual welfare of assigned military and civilian personnel.
4. Policy. The CRP will be administered by the Command Chaplain.

T. A. CAUGHLAN
Chief of Staff

Distribution: A

COMMAND RELIGIOUS PROGRAM

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COMMAND RELIGIOUS PROGRAM SOP

CHAPTER 1

MISSION AND ORGANIZATION

1000. GENERAL. The Command Religious Program (CRP) of Marine Corps Air Station (MCAS) Miramar is the responsibility of the Commanding General. The Station Command Chaplain, as the cognizant staff officer, is responsible to the Commanding General for the development and implementation of the CRP and for professional assistance in matters of religion and morale.

1001. MISSION. Navy Chaplains are assigned to the command to provide ministries and facilitate the free exercise of religion for all active duty personnel, family members and other authorized persons. The CRP will provide voluntary opportunities for participants to express and develop their faiths, consistent with their right to the free exercise of religion. The CRP includes, but is not limited to, the following:

1. Divine services, pastoral acts, religious education, and other group religious activities.
2. Volunteer charitable projects to assist and/or volunteers that serve in the CRP.
3. Lay Readers, religious education teachers, and other volunteers that serve in the CRP.
4. Visitations and ministration to command personnel in the U.S. Naval Hospital, Consolidated Brig, and local civilian jails.

1002. ORGANIZATION. In accordance with the current edition of MCO 1730.6D the Station Command Chaplain is the Special Staff Officer for Religious Ministries. Direct access to the Commanding General is retained in order to provide guidance on religious, spiritual, moral, ethical, morale issues and other concerns.

1003. GENERAL DUTIES OF CHAPLAINS. The general duties of chaplains assigned to MCAS Miramar, shall comply with the current edition of MCO 1730.6D and with the principles and practices of their ecclesiastical bodies.

1004. ASSIGNMENT OF CHAPLAINS. Chaplains will be assigned to supervise their respective faith group.

1005. REPORTING PROCEDURES. Chaplains are operationally responsible to the Chief of Staff, MCAS Miramar. Their service records are maintained by the Navy Customer Service Desk (CSD), Miramar. Chaplains reporting for duty will complete the following:

1. Check-in with CSD Miramar for proper endorsement of orders and disbursing (liquidations of travel pay/dislocation allowance) and with Headquarters and Headquarters Squadron (H&HS), MCAS Miramar for accountability.

2. Make courtesy calls to the Commanding General and Chief of Staff upon arrival.

3. Receive a brief by the Station Command Chaplain regarding Command Policy and turn-over items.

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CHAPTER 2

DUTIES AND RESPONSIBILITIES OF CHAPLAINS

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CHAPTER 2

DUTIES AND RESPONSIBILITIES OF CHAPLAINS

2000. GENERAL. The current edition of MCO 1730.6D and other comparable directives issued by CMC and/or higher authorities stipulate the function of chaplains as special staff officers who serve under the cognizance of the Chief of Staff or Executive Officer of a command. They implement the CRP and advise the Command on spiritual, moral, and ethical issues which affect Command policy or decisions.

2001. STATION COMMAND CHAPLAIN. The Station Command Chaplain is the cognizant staff officer for Religious Ministries on the Staff of the Commanding General. The Station Command Chaplain provides advice to the Command on moral and religious matters, promoting the spiritual, religious, moral, corporate and personal well-being of members assigned, their dependents and other authorized persons. In accordance with the current edition of MCO 1730.6D the Station Command Chaplain has direct access to Commanding General for all matters of a religious nature which affect or require Command policy or decision. Specific responsibilities include:

1. Advise the Commanding General on matters relating to the spiritual, moral and religious welfare of personnel and dependents.
2. Make provisions for the diverse religious needs of personnel.
3. Supervise the Planning, Programming and Budgeting for the CRP. Plan, program and budget for all necessary TAD expenses for the professional training of chaplains and Religious Program Specialists.
4. Coordinate the assignment and ministries of chaplains, with due regard to religious pluralism and functional diversities, in order to provide an inclusive and effective CRP.
5. Administer the Office of the Station Command Chaplain.
6. Administer the Religious Offerings Fund (ROF).
7. Maintain appropriate records, files and statistics of religious programs, facilities and personnel.

8. Supervise and evaluate the functional progress and professional development of chaplains.

9. Exercise pastoral care through visits, counseling, community activities, personal guidance and teaching, as appropriate.

10. Assign chaplains to the chaplains duty watch bill for MCAS Miramar.

11. Coordinate and act as liaison for chaplains and chapel activities in the San Diego area.

12. Coordinate the visitations of representatives of endorsing agencies, churches, and church bodies and other Very Important Person (VIP) visitors who impact upon the CRP.

13. Marine Corps Air Bases Western Area (MCABWA) Chaplain, Fleet Marine Force Pacific (FMFPAC) Chaplain, Chaplain of the Marine Corps and the Chief of Chaplains regarding ministry, billets and other pertinent matters at MCAS Miramar.

2002. STAFF CHAPLAINS. Specific responsibilities of chaplains include:

1. Advise the Station Command Chaplain in matters relating to the spiritual, moral, and religious welfare of all personnel.

2. Develop and implement goals for ministry under the supervision of the Station Command Chaplain, with the approval of the Commanding General, and in keeping with ecclesiastical requirements.

3. Conduct divine services, memorial services, weddings, funerals, baptisms, and other religious rites as appropriate. Chaplains will not be required to perform religious services which are contrary to their faith traditions or stipulations of their Endorsing Agencies of Church Bodies.

4. Contribute to the Planning, Programming and Budgeting for the CRP by submitting appropriate data in a timely manner.

5. Maintain appropriate records, files, statistics and pertinent directives applicable to all CRP activities in order to maintain efficient office procedures.

6. Secure and maintain supplies, equipment and ecclesiastical gear required for ministry through authorized and approved channels.

7. Maintain an up-to-date turnover file.

8. Exercise pastoral care ministries through visits, counseling, community activities, personal guidance and teaching.

9. Maintain liaison with other chaplains, as well as community, social, welfare and religious organizations.

10. Participate in appropriate training programs and exercises as directed.

11. Coordinate visitations of denominational endorsing agents, VIP visitors and reserve chaplains on Temporary Active Duty (TEMAC) or Active Duty Training (ACDUTRA) with Station Command Chaplain.

12. Participate in meetings, training, conferences, chaplain duty watch, professional development training, religious programs as appropriate and/or directed by the Station Command Chaplain.

2003. MILITARY DUTIES. Chaplains will participate in military functions which are compatible with chaplaincy duties and responsibilities. Such participation will include, but is not limited to, changes of command, formations, inspections, training events, physical training and meetings.

2004. ADMINISTRATION. Each chaplain will become acquainted with the administrative policies and procedures of the command, pertinent manuals, orders and directives.

2005. CASUALTY ASSISTANCE CALLS PROGRAM. Chaplains will participate in this program in accordance with current directives which preclude a chaplain being assigned as primary Casualty Assistance Call Officer (CACO).

2006. LEAVE AND LIBERTY. Leave, Environmental Morale Leave, and Liberty will be granted in compliance with existing policy and procedures.

2007. ECCLESIASTICAL RELATIONS. Chaplains are encouraged to maintain close liaison with their ecclesiastical endorsing agencies, churches and church bodies through reports, correspondence, and, when practical, by attendance at their meetings, conferences and retreats.

2008. EXTENSION OF TOUR OF DUTY ASSIGNMENT. A chaplain's request for tour of duty extension will be processed via chain-of-command with appropriate endorsements.

2009. MILITARY BEARING. Chaplains are expected to project pride in their physical appearance and military bearing.

1. Uniform. Chaplains will wear uniforms in accordance with current editions of U.S. Navy Uniform Regulations and/or Marine Corps Uniform Regulations. Chaplains are authorized to wear the vestments of their religious faith tradition when conducting Divine Services. Chaplains will maintain the following uniforms while assigned to MCAS Miramar:

- a. Camouflage Utilities.
- b. Service Dress Blue.
- c. Full Dress White.
- d. Summer White/Summer Khaki/Marine Service "C" (optional).
- e. Dinner Dress Blue Jacket and White Jacket (field grade officers only).

2. Physical Fitness. Chaplains will adhere to Navy standards of physical fitness.

3. Grooming Standards. Navy personnel must adhere to U.S. Navy grooming standards. In the event a chaplain chooses to wear a Marine Uniform, compliance with Marine Corps grooming and physical appearance regulations is required.

2010. FITNESS REPORTS. Chaplains are responsible for their fitness reports, including the accuracy of all data, and for ensuring timely submission of worksheets to the Commanding General. Fitness reports will be submitted upon detachment of the reporting senior, detachment of the chaplain, or when periodically required.

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CHAPTER 3

ENLISTED SUPPORT PERSONNEL

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CHAPTER 3

ENLISTED SUPPORT PERSONNEL

3000. GENERAL. In accordance with the current edition of MCO 1730.6D Religious Program Specialists (RPs) and Marine Chaplains Assistants (CAs) are assigned to Marine Corps Commands to assist chaplains in planning, programming, administering and coordinating the CRP. Marines will be assigned to the CRP staff to meet Table of Organization (T/O) Strength when RP and trained CA manning is less than the Command T/O requirement. Additionally, the CRP staff may also include civil service secretaries, accounting technicians, and other office personnel authorized on the Command T/O.

3001. DUTIES. Job descriptions for RPs and CAs will be prepared based upon Navy Enlisted Occupational Standards and graduated according to rate. Duties may include, but are not limited to, the following:

1. Prepare facilities for CRP activities, operate audio-visual equipment and coordinate lay personnel activities in support of worship services, religious educational programs, spiritual renewal activities, humanitarian programs and other CRP sponsored activities.

2. Function as office clerk and receptionist. Type and process official correspondence, messages and ecclesiastical, personnel, budget, facility, material reports and records. Maintain documents, directives, orders, instructions and record files.

3. Maintain an up-to-date inventory of supplies, ecclesiastical gear, consumables, literature, office and chaplain equipment.

4. Conduct periodic inspections of facilities and gear, and prepare maintenance repair requests as necessary. Maintain utilization schedules of chapel facilities.

5. Perform other duties as required by the chaplain.

3002. MILITARY DUTIES. The Senior Religious Program Specialist assigned will serve as Petty Officer in Charge (POIC) of all other CRP enlisted personnel. The POIC is responsible to the Station Command Chaplain via the Division Officer for enlisted work

assignments, training schedules, duty rosters, management of office supplies and equipment, ecclesiastical gear, procurement and inventory of CRP supplies and plant property.

1. The POIC will plan and establish work methods and procedures, production control, utilization of materials and personnel and performance standards.

2. The POIC will be accountable to the Station Command Chaplain via the Division Officer for enlisted training.

3. When the services of a chaplain are required at weddings, funerals, memorial services, baptisms and special religious services, in addition to regular religious observances on weekends, the presence of an RP or CA is required.

3003. MILITARY BEARING. All personnel are expected to project pride in their physical appearance and military bearing. Navy personnel must adhere to Navy standards of physical fitness and grooming. In the event an RP chooses to wear a Marine uniform, compliance with Marine Corps grooming and physical appearance regulations are required. Marine personnel must adhere to physical fitness and grooming standards as directed by current Marine Corps instructions.

3004. LEAVE AND LIBERTY. Leave, Environmental Morale Leave, and Liberty will be granted in accordance with current policies and procedures.

3005. PERFORMANCE EVALUATIONS. Performance evaluations for RPs will be prepared by the Division Officer, reviewed by the Station Command Chaplain, and forwarded to CSD Miramar.

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CHAPTER 4

DELIVERY OF MINISTRY

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CHAPTER 4

DELIVERY OF MINISTRY

4000. GENERAL. Chaplains shall provide ministry and facilitate the free exercise of religion for all personnel assigned to this Command in accordance with the current edition of MCO 1730.6D. Ministries shall include:

4001. RELIGIOUS SERVICES. Chaplains shall conduct religious services. These services are conducted primarily at the MCAS Miramar Chapel. Services may include, but are not limited to: regularly scheduled worship services, special seasonal services and memorial services. Station chaplains will coordinate and cooperate with chaplains of tenant commands.

4002. rites and sacramental acts. Religious rites and sacramental ministries will be made available, when feasible, for all personnel. They shall be conducted in keeping with the chaplain's faith tradition and ecclesiastical requirements. Chaplains will request the services of chaplains of other denominations to meet particular needs.

4003. RELIGIOUS INSTRUCTION. Religious instruction shall be provided in keeping with faith group requirements and the needs of individuals requesting instruction. The chaplain will request the services of chaplains of other denominations to meet individual needs.

4004. SCRIPTURE STUDY. Scripture study will be provided for interested personnel. These study groups will be established and supervised by a chaplain. The Station Chaplain's Office will provide scriptures and religious education material and coordinate scheduling of these activities.

4005. MARRIAGE PREPARATION AND ENRICHMENT. Individualized instruction may be offered by chaplains. Where specific religious instruction is required, the chaplain will refer the individual to a chaplain of their faith tradition.

4006. PASTORAL CARE. One of the most important ministries rendered by a chaplain is that of presence. The ministry of presence involves, but is not limited, to the following:

1. Visits. Regular visits to personnel experiencing hospitalization, confinement, emergency and crisis situations are of great value. Visitation to unit work environments is an especially effective method for developing supportive pastoral relationships.

2. Pastoral counseling. Chaplains shall be available to provide pastoral counseling consistent with their denominational perspective and training. Information shared with a chaplain in the confessional or pastoral counseling context is "privileged communication" and confidential. The right of the counselee to confidentiality must be guarded both by the Command and the chaplain.

3. Casualty Assistance Calls Program. Chaplains will participate in this program in accordance with current directives which preclude a chaplain serving as primary Casualty Assistance Calls Officer.

4. Human Affairs Programs. Chaplains may participate in a variety of command programs to educate and/or train personnel in human affairs or quality of life areas such as drug and alcohol abuse, values clarification, interpersonal relationships and religious/cultural/social concerns. Chaplains may also participate in community relations activities (e.g. USO and Scouting) in keeping with the traditions of the Chaplain Corps. Such participation should be as a volunteer resource person rather than as project officer.

5. Marine Corps Family Team Building (MCFTB) Programs. In recognition of the importance of family support for military readiness, a series of programs benefiting spouses and families have been initiated by the Marine Corps. Chaplains will contribute their full active support towards the success of the MCFTB programs.

4007. RELIGIOUS LAY READER PROGRAM. In the U.S. Naval Service qualified lay persons assist clergy in worship services and, in the absence of ordained clergy of a particular faith group, lead specific forms of public worship or devotions. The appointment of command representatives as lay readers makes possible a more inclusive and effective CRP. The Lay Reader Program will be administered in accordance with the current edition of MCO 1730.6D.

1. Definition, Selection, and Appointment:

a. Definition. A lay reader is a volunteer of an identified faith group who is appointed by the Commanding General and trained to assist that faith group as it functions within the CRP.

b. Selection. Each volunteer must demonstrate knowledge of and commitment to their religious tradition, exemplary moral and military standards, sound leadership traits and genuine motivation for training to become a lay reader. Prospective lay readers must be screened by a chaplain prior to appointment.

c. Appointment. Lay Readers shall be appointed in writing by the Commanding General. Appointment is made on the basis of faith group needs and is time-limited.

2. Training, Supervision and Logistic Support

a. The Station Command Chaplain will monitor the training, supervision and logistic support of lay readers functioning within the CRP.

b. As with other ministries, such as: lectors, ushers, teachers, servers, liturgical assistants, etc., Catholic Lay Eucharistic Ministers (LEMs) will be trained, supervised and logistically supported by a chaplain who is responsible for the area in which they function. Their appointment need not be in writing by the Commanding General.

3. Limitations.

a. Lay readers will refrain from preaching, administration of ordinances/sacraments, specialized counseling, accepting offerings and any other religious activities reserved for chaplains.

Exception: Lay Eucharistic Ministers are authorized to distribute the pre-consecrated Roman Catholic Eucharist.

b. Lay readers will not attempt to convert a member from one faith to another.

c. Service as a lay reader is a volunteer activity which shall not interfere with regular duties.

4008. CHAPEL COUNCILS. Chapel Councils serve in a voluntary, advisory capacity. Although not mandated by higher authority, they often enhance the CRP through suggestions and feedback on programs and services, as well as make recommendations on charitable donations. Should the Station Command Chaplain deem it necessary, a combined chapel council may be organized on the same basis as an individual faith group chapel council. Final approval of chapel council bylaws will be made by the Commanding General.

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CHAPTER 5

TRAINING

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CHAPTER 5

TRAINING

5000. TRAINING. Training will be provided for all personnel employed in the CRP. The purpose of training is to provide the necessary knowledge, skills and experience which enable chaplains to implement a relevant and effective ministry for the Command under all conditions. Ongoing training of RPs and CAs enables them to provide the best possible administrative and logistic support, as well as prepares them for advancement. The Station Command Chaplain shall develop, supervise or coordinate all training. Such programs will include, but are not limited to the following:

a. Chaplains

- (1) Orientation/introduction to MCAS Miramar and tenant commands.
- (2) Station Command Chaplain training sessions and retreats.
- (3) Cooperative regional training sessions.
- (4) Chief of Chaplains Annual Professional Development Training Course (PDTC).
- (5) Religious faith group meetings and retreats.
- (6) Specialized Chaplain Corps or military training sessions which may require command funding.
- (7) CREDO

b. Religious Program Specialist/Chaplains Assistants

- (1) Command training sessions.
- (2) Cooperative inter-command training courses.
- (3) Cooperative inter-command retreats for concentrated training.
- (4) Professional "A" and "F" schools

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LOGISTIC SUPPORT

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CHAPTER 6

LOGISTIC SUPPORT

6000. GENERAL. The Commanding General is responsible for logistic support of the CRP. The Station Command Chaplain's Office functions within the command's fiscal and budgetary program.

6001. FUNDING. The use of Marine Corps Operations and Maintenance (O&M) funds to provide all necessary support for programs of religious ministries is directed by the current edition of MCO 1730.6D.

1. The CRP will be reflected as an entity in budget requests, mid-year reviews, and follow-on spending plans.

2. Consumable supplies authorized for O&M funding include, but are not limited to, the following: religious literature, candles, communion supplies (including wafers, grape juice and sacramental wine), administrative supplies, and memorial wreaths.

3. Sacramental wine will be secured in a locked container (e.g., cabinet or refrigerator), and a usage log will be maintained.

4. The following services in support of the CRP are authorized: printing, equipment repair, equipment rental, transportation, and cleaning.

5. Nonconsumable items authorized for O&M funding include, but are not limited to, the following: collateral equipment for chapel and classrooms, electronic sound equipment, audiovisual equipment, ecclesiastical accouterments, music library supplies and religious professional reference materials.

6. Commands are accountable for all nonconsumable items. The Command Chaplain will maintain an inventory of all nonconsumable items purchased by O&M funds.

7. Nonpersonal service contracts authorized for O&M funding include, but are not limited, to the following: contract clergy support, religious education coordinators, choir directors, organists/pianists, and resource persons to lead special programs such as study courses, religious drama, and retreats.

6002. OFFICE SPACES. Satisfactory office spaces and equipment to meet the professional needs of chaplains will be provided by the command. This will include a private office for each chaplain, separate areas for the RPs/CAs and support staff, and an adequate reception area for personnel waiting to talk with the chaplain. The office of the chaplain should be located in a place which is easily accessible. Neither the office spaces assigned to chaplains nor those of the RPs/CAs will be used for other purposes. A private, unrestricted telephone line will be provided for each chaplain.

6003. STATION CHAPEL FACILITIES. Station Chapel facilities located at Miramar are under the control of the Commanding General. The Station Command Chaplain, as the cognizant staff officer, will insure that these facilities are utilized for programs and activities within the scope of the CRP. No fees or gratuities will be charged or received for the use of government facilities in the performance of any religious act, sacrament, or rite. No fees or gratuities will be charged or received by a chaplain in the performance of support of any religious act, sacrament or rite on government-owned property, or for persons entitled to receive such services by authorization of the Department of the Navy. Nor will an RP be paid any fees for services performed on government property in support of any religious act, sacrament, or rite, or for persons entitled to receive such services by authorization of the Department of the Navy.

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CHAPTER 7

RELIGIOUS OFFERINGS FUND

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CHAPTER 7

RELIGIOUS OFFERINGS FUND

7000. GENERAL. In accordance with the current edition of MCO 1730.6D and MCO 7010.17A, Religious Offerings Funds will be utilized only for projects of religious benevolence beyond the limits of the CRP, not as an alternative to command logistic support for the CRP. The only authorized exceptions to this regulation are the use of ROF monies for Chapel Fellowship Supplies and designated offerings (not to supersede existing policy) for specific projects.

7001. MANAGEMENT. The Commanding General shall appoint for the Religious Offering Fund an Administrator, a Custodian, and a Religious Offerings Fund Subaccount Representative for each Faith Group Subaccount. The appointees shall manage the Religious Offerings Fund as per reference (a).

7002. COLLECTION COUNTING.

1. Monies received at each faith group worship service are to be counted and verified immediately after each service by two adult members of the chapel community in the presence of the duty religious program specialist (RP). The two adult chapel community members record in ink their count on the chapel offering certificate (COC) and sign the COC verifying their count. Correction to an error on the COC must be initialed by the chapel member who made the correction.

2. Offering money and the COC for each worship service are to be placed in the designated money bag and locked in the office safe.

7003. PROCEDURES FOR COLLECTION RE-VERIFICATION

1. On the first workday following the weekend or holiday service the MCAS Custodian will remove the collection money bags from the ROF safe, recount the monies and reverify the chapel offering certificates.

- a. Each faith group offering is to be counted separately.
 - b. Checks are to be processed by being stamped on the back.
 - c. Coins are counted and verified separately from paper money and checks.
2. When the individual worship service counts are verified all monies are combined in preparation for a total religious offering count and verification.

7004. DEPOSITS. Collected cash and checks are taken in a bag directly to Marine Air Federal Credit Union. The chapel offering monies are deposited in the MCAS Command Religious Program's ROF Account.

7005. LEDGERS. Each faith group has its own ROF subaccount computerized ledger. All entries from the weekend or holiday religious offerings are to be logged in the faith group's computerized subaccount ledger no later than one day after the deposit. Expenditures from the ROF will be recorded in the appropriate subaccount ledger. When ROF expenditures are to be split between faith groups duplicate entries are to be made in the subaccount ledgers. All receipts of expenditures will be retained for accounting purposes.

7006. CHECKING ACCOUNT.

1. A checking account, currently with the Marine Air Federal Credit Union, is used to deposit and disburse funds from the religious offerings fund. Authorized check signers will be appointed by the Commanding General.

- a. One authorized signature is required on each check.
- b. Purchase order numbers are to be written on each check voucher.

c. When making out checks in payment of a purchase order the check number and date of the check are to be written on the purchase order.

d. Voided checks will have their signee's signatures torn off. The torn signature will be destroyed.

2. The ROF check vouchers are to be locked in a secure place except when being utilized by the ROF Administrator or the ROF Custodian.

7007. BANK STATEMENTS AND BALANCES. When the monthly bank statement is received the ledgers can be balanced. The following two balances must agree:

Bank statement

ROF computerized ledgers

When both are balanced, it is noted in writing on the Bank Reconciliation Statement.

7008. STALE CHECK. Stale checks are those not cashed within 60 days of issue. Every month, upon the receipt of the bank statement and reconciliation of the bank statement and ledgers, the Custodian will notify the ROF Administrator of any 60 day old checks not cashed. A letter, with a copy to the ROF file, will be sent within 5 working days to the organization involved, inquiring about receipt and status of the stale check. Upon receipt of a reply, appropriate action (credit to Faith Group Account, reissue of another check, or further waiting for cashing of check in question) will be taken.

7009. EXPENDITURES REQUEST. Request for expenditures are submitted on a ROF request form. All requests for expenditures must be approved and signed by the Faith Group Representative prior to being sent for approval to the ROF Administrator. When approved by the ROF Administrator, the Custodian processes the request and prepares a check for signature. Expenditures over \$1,000.00 require the Commanding General's approval.

c. When making out checks in payment of a purchase order the check number and date of the check are to be written on the purchase order.

d. Voided checks will have their signee's signatures torn off. The torn signature will be destroyed.

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7009. EXPENDITURES REQUEST. Request for expenditures are submitted on a ROF request form. All requests for expenditures must be approved and signed by the Faith Group Representative prior to being sent for approval to the ROF Administrator. When approved by the ROF Administrator, the Custodian processes the request and prepares a check for signature. Expenditures over \$1,000.00 require the Commanding Generals approval.

7010. DONATION. Request for donations are submitted on a ROF request form signed by the Faith Group Subaccount Representative prior to being submitted for approval to the ROF Administrator. When approved by the ROF Administrator, the Custodian will process the request and prepare a check for signature.

7011. SECURITY. ROF donations (cash, checks) must always be strictly guarded. When transporting money to the Chaplain's Office or Marine Air Federal Credit Union the carrier must go directly without any other stops. All collections are to be secured in a safe secure place until the monies are verified and taken to the bank.

7012. FILES. ROF files are located in the Custodian's office. These files are maintained for five (5) years: the current year and four (4) previous years.

7013. REPORTS. The Custodian is responsible for preparing and submitting the following reports:

Offering and attendance report----- End of each month

Consolidated fund balance report----- End of each month

Statement of operations & Net Worth----- End of each month

Audit report----- Quarterly and as
required or requested

After approval by the ROF Administrator, all reports are to be distributed to each faith group representative and the chaplain's office bulletin board.

7014. FORMS. The following forms are used in administering the ROF:

Chapel offering certificate

ROF disbursement request form

Statement of net worth

Offering and attendance sheet

Bank reconciliation statement

7015. MONEY BAGS. Each faith group service will have its own labeled money bag. If needed, more bags can be purchased from the bank and charged to the appropriate ROF subaccount.

7016. TURNOVER FILE. The ROF Custodian Turnover File is maintained in the Custodian's office. The Custodian is tasked to update the file at the end of each quarter.

7017. REVIEW RESPONSIBILITY. The ROF Administrator is responsible for the correcting and updating of the SOP. The SOP will be reviewed at least annually.

COMMAND RELIGIOUS PROGRAM SOP

UTILIZATION OF COMMAND RELIGIOUS PROGRAM FACILITIES

1. RESPONSIBILITY. The eligible ministry member or sponsor applying for the use of the below-identified facilities is responsible for the event to occur therein, and is responsible for ensuring that it will be conducted with the respect and decorum befitting the religious atmosphere of the facility.
2. SCHEDULING. Command Religious Program (CRP) facilities will be scheduled on a not-to-interfere basis with the regularly scheduled CRP. The following order of priority governs use of MCAS facilities:
 - a. Regularly scheduled Catholic and Protestant worship services.
 - b. Unscheduled worship services of other groups.
 - c. Religious services, celebrations or ceremonies of special, sacramental or seasonal significance.
 - d. Religious education classes.
 - e. Funerals and memorial services.
 - f. Weddings.
 - g. Congregational fellowship.
 - h. Other, as defined by the Station Command Chaplain.
3. CHAPLAIN PARTICIPATION. In accordance with Navy regulations, chaplains conduct worship services in accordance with the practice of their ecclesiastical bodies or endorsing agencies. Arrangements to engage a particular chaplain for a wedding, baptism or special service will be made directly with the chaplain involved. This arrangement is separate from arrangements for the use of CRP facilities. In every circumstance, the participation of a chaplain is subject to their church's practices and the conscience of the chaplain in question.

(Note: In case of weddings, CRP facilities may not be reserved until a chaplain or civilian clergy has agreed to serve as celebrant and has so notified the office of the appropriate chapel).

ENCLOSURE (1)

COMMAND RELIGIOUS PROGRAM SOP

4. CIVILIAN CLERGY PARTICIPATION. Participation of civilian clergy in worship services of the CRP is subject to the approval of the Station Command Chaplain as agent of the Commanding General. Upon receipt of such approval, civilian clergy may be invited to participate. Such arrangements shall be made by the user directly, and are separate from arrangements for use of a specific CRP facility.

5. FACILITY UTILIZATION. MCAS CRP facilities are available for utilization by the following persons:

a. Active duty or retired military personnel and their family members who possess a valid uniformed services identification and privilege card.

b. Civilian federal employees and their family members, who are assigned to local military installations.

6. GUEST AND PARTICIPANTS. The user is responsible for arranging legal entry aboard the Station for all guests and participants. Users are responsible that:

a. All consultants, photographers, florists, soloists and other persons understand that the chaplain or civilian clergy officiant has final authority on all decisions relative to the conduct of the service and to the taking of pictures.

b. Organist/Pianist(s), other than the designated chapel organist/pianist(s) shall use only the choir loft organ or pay the designated chapel organist to instruct them on the sanctuary organ's operation.

c. Florists understand that the chaplain officiant, and in his/her absence, the Duty Religious Program Specialist (RP)/Chaplain's Assistant (CA), has final authority over placement of floral decorations in the chapel, and movement of chapel furniture.

(Note: In order to preserve chapel furniture, pins, tacks, tape, etc. will not be used to secure flowers).

ENCLOSURE (1)